Department of Veterans Affairs

EMPLOYEE'S RECORDS CLEARANCE

INSTRUCTIONS: This form must be completed and presented to the facility Records Officer before employee separates from the Department of Veterans Affairs (VA), and certifies that the departing employee is not removing Federal records from VA custody and all records in the control of employee have been transferred and made available for use to the employee's supervisor or other specific individual designated to assume custody of the Records.

1. NAME OF EMPLOYEE	2. SERVICE, DIVISION AND SECTION *(Include mailing symbol)*	3. DEPARTURE DATE *(MM/DD/YYYY)*

4. TITLE OF POSITION	5. STATION NUMBER

6. CERTIFICATION: I hereby certify that:

a. I am aware of the criminal penalties for the unlawful removal of Federal records (18 U.S.C. 2071);

b. I do not have any VA Federal records in my custody and will not remove any Federal records from VA property;

c. I have transferred and made available all Federal records for use to my supervisor or other specific individual designated to assume custody of the Federal records;

d. I have removed the encryption and/or security measures from secured files and documents or provided access to the files to my supervisor.

6a. SIGNATURE OF EMPLOYEE *(Sign in ink or Official Electronic Signature)*	6b. DATE *(MM/DD/YYYY)*

7. SIGNATURE AND TITLE OF SUPERVISOR *(Sign in ink or Official Electronic Signature)* TITLE:	8. DATE *(MM/DD/YYYY)*

9. SIGNATURE OF RECORDS OFFICER *(Sign in ink or Official Electronic Signature)*	10. DATE *(MM/DD/YYYY)*